

**Kenneth Wallace Neighborhood Resource Center (KWNRC)  
Facility Use Request**

Today's Date \_\_\_\_\_

**(PLEASE PRINT)**

Name of Requestor \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # home: \_\_\_\_\_

Phone # work: \_\_\_\_\_ e-mail: \_\_\_\_\_

Organization \_\_\_\_\_

(If community organization or club, attach By-laws)

Purpose for Use of Facility \_\_\_\_\_

Date of Use \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_ Group size \_\_\_\_\_

**Requestor: Please read and check (✓) agreement on back of this form before signing**

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**FOR BOARD USE ONLY**

Total Due \$ \_\_\_\_\_ Receipt no. \_\_\_\_\_ Paid Security required: \_\_\_\_\_ Yes \_\_\_\_\_ No

\$ \_\_\_\_\_ Rental Fee \$ \_\_\_\_\_ janitorial fee

\$ \_\_\_\_\_ set-up/clean-up fee \$ \_\_\_\_\_ other

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(Cut along dotted lines)

**BOARD USE ONLY**

**KENNETH WALLACE NEIGHBORHOOD RESOURCE CENTER FACILITY USE PERMIT**

Name of Requestor \_\_\_\_\_ Date of Use \_\_\_\_\_

Time of use: From \_\_\_\_\_ to \_\_\_\_\_ has been granted permission by the Board of Directors to use the  
Kenneth Wallace Neighborhood Resource Center, as noted above, and all fees must be paid by \_\_\_\_\_

(date)

Fee Assessment Total: \$ \_\_\_\_\_ Board member assigned \_\_\_\_\_

Rental \$ \_\_\_\_\_ Set-up/clean-up \$ \_\_\_\_\_ Janitorial \$ \_\_\_\_\_

Paid Security required \_\_\_\_\_ yes \_\_\_\_\_ No

**Note: REQUESTOR, PLEASE REVIEW THE GUIDELINES RECEIVED AT THE TIME OF  
REQUEST. GUIDELINES WILL BE IN FULL EFFECT DURING THE TIME OF RENTAL.**

- Request will be canceled, if payment is not made in full by the due date
- Collection of any admission fees on the premises is not allowed
- Room must be returned to original configuration before leaving
- Requestor will be responsible for any damage or loss of property or equipment during the rental period
- Failure to honor the requested guidelines and/or the display of disorderly conduct and disruptive behavior may subject you to ejection and/or arrest by the Hampton Police Division
- The requestor must be on the premises during the entire rental period.

### **REQUESTORS AGREEMENT**

Please indicate your agreement to each statement by placing a check mark (✓) in front of each and then signing your name below.

- \_\_\_\_\_ I understand that my request will be cancelled if payment is not made by the due date.
- \_\_\_\_\_ I have received and read the facility use guidelines
- \_\_\_\_\_ I will not collect any admission fees or allow the exchange of money on the premises
- \_\_\_\_\_ I will return the room to its proper condition before leaving
- \_\_\_\_\_ I will be responsible for any damage or loss of property or equipment during the rental period
- \_\_\_\_\_ I understand that the requestor/representative needs to be on the premises at all times.

INSERT GROUP CLASSIFICATION

\_\_\_\_\_ Community \_\_\_\_\_ private \_\_\_\_\_ business \_\_\_\_\_ Religious

I, the undersigned ,agree to be responsible for any damage to the above requested facility (and equipment) during the period of time my organization, team, club, family, etc. uses the facility and equipment and will be present during entire time of use. I understand that any person not honoring this permit may be subject to ejection and/or arrest by the Hampton Police Division. **NOTE: SPECIAL SET-UPS OR EQUIPMENT REQUESTS WILL BE ASSESSED ADDITIONAL CHARGES.**

\_\_\_\_\_  
**SIGNATURE OF REQUESTOR**

\_\_\_\_\_  
**DATE**

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**DO NOT WRITE BELOW THIS LINE**